

BOND

Officer or Employee of the Department of State  
(Including the Foreign Service of the United States)

(When Surety is a Corporation)

(Read Carefully and Follow Strictly Rules and Instructions on Reverse Side)

KNOW ALL MEN BY THESE PRESENTS:

1. That we \_\_\_\_\_, of \_\_\_\_\_  
(First name) (Middle name or Initial) (Surname) (Residence: Number and street)
2. \_\_\_\_\_, as Principal, and  
(City) (State)
3. \_\_\_\_\_, a corporation organized under  
(City) (State)
4. the laws of the State of \_\_\_\_\_ as Surety, are held and firmly bound unto
5. the United States of America in the penal sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_),
6. for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, executors,
7. administrators, successors, and assigns, jointly and severally, firmly by these presents.
8. Sealed with our seals, signed and dated this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.
9. This bond to be effective \_\_\_\_\_.
10. WHEREAS, the above bounden Principal has been constituted and appointed \_\_\_\_\_  
(Insert proper title)
11. \_\_\_\_\_ of the Department of State of the United States.  
(or designation)
12. Now, THEREFORE, the condition of the above obligation is such, that if the above bounden Principal
13. shall truly and faithfully perform his duties, including (but not by way of limitation) certifying
14. vouchers for payment, accounting for, paying over, and delivering up of all fees, moneys, goods,
15. effects, books, records, papers, and other property that shall come to his hands or to the hands of
16. any other person to his use as such officer or employee under any law now or hereafter enacted and
17. shall truly and faithfully perform all other duties now or hereafter lawfully imposed upon him as
18. such officer or employee, then the above obligation shall be void, otherwise it shall remain in full
19. force and effect.
20. IT IS AGREED that this bond shall be construed to be conditioned for the true and faithful per-
21. formance of all official duties of whatever character now or hereafter lawfully imposed upon the
22. above bounden Principal or by him assumed incident to his employment as an officer or employee
23. of the United States.
24. IT IS FURTHER AGREED that, if the above bounden Principal is an officer or employee of the
25. Foreign Service, this bond shall be construed to be conditioned for the true and faithful perform-
26. ance of all acts of such officer or employee incident to his office regardless of whether appointed or
27. commissioned as diplomatic, consular, Foreign Service officer, Foreign Service Reserve officer, or
28. other officer or employee of the Foreign Service.
29. IT IS FURTHER AGREED that, in the event that the United States brings action upon this bond
30. and the above bounden Principal lives in a foreign country, the service upon him of summons or
31. other process may be made by serving the Secretary of the Treasury with such summons or other
32. process with like effect as if served upon the Principal in person; and the said Principal does hereby
33. appoint the Secretary of the Treasury his attorney and agent to receive and accept service on
34. behalf of said Principal of all lawful process in connection with such action brought upon this bond.
35. This bond is given pursuant to Section 1011 of the Foreign Service Act of 1946 (Public Law 724-
36. 79th Congress).

SIGNED, SEALED, AND DELIVERED IN THE PRESENCE OF—

PRINCIPAL

SURETY

(CORPORATE

SEAL)

\_\_\_\_\_  
(First name) (Middle name or Initial) (Surname) (SEAL)

FIRST WITNESS:

BY \_\_\_\_\_  
FIRST WITNESS:

(Name—type or print)

(Name—type or print)

(Signature)

(Signature)

(Residence: Number and street)

(Residence: Number and street)

(City)

(State)

(City)

(State)

SECOND WITNESS:

SECOND WITNESS:

(Name—type or print)

(Name—type or print)

(Signature)

(Signature)

(Residence: Number and street)

(Residence: Number and street)

(City)

(State)

(City)

(State)

The rate of annual premium on this bond is \$ \_\_\_\_\_ per thousand; the annual premium on this bond is \$ \_\_\_\_\_.

## INSTRUCTIONS FOR EXECUTING BOND

1. DATE OF EXECUTION AND EFFECTIVE DATE. The officer or employee should not insert the date of execution. That date should be inserted by the surety. (7 Comp. Gen. 461.) The effective date (the date the bond becomes effective and the premium commences, and which may be either prior to or subsequent to the date of execution) must be inserted in the bond at the time of execution by the officer or employee, otherwise known as the Principal. The effective date of first bond should correspond with the date of entrance upon duty requiring the giving of bond.
2. NAME AND RESIDENCE OF PRINCIPAL. The name, including first name, middle initial or initials, if any, and last name (or initial, middle name, and last name), of the Principal, together with his residence address, by street, number, city, and State, must be given in the first paragraph of bond before execution by the Principal. The name and address should be printed, typewritten, or otherwise clearly inserted.
3. SIGNATURE AND SEAL OF PRINCIPAL AND SURETY. The Principal must sign the bond at the foot thereof to correspond exactly with his name as shown in the first paragraph of the bond. The corporate surety must sign and affix its corporate seal.
4. WITNESSES. The signature of the Principal and Surety must each be made in the presence of two witnesses. The signatures of the witnesses must appear in the appropriate places with their full residence addresses and their names should be typed or printed under the signatures.
5. ERRORS, ERASURES, ET CETERA. Care should be exercised in the execution of the bond to avoid erasures and corrections. If, however, a correction should be necessary, and it is impracticable to obtain another bond form, a separate notation should be made on the margin of the bond, setting forth each change or correction, which statement should be signed by the Principal and Surety. For example: "The change in the address, line 1, to 865 First Street (or recite other change), was made with full knowledge and consent of the undersigned ..... (Surety)." The corporate surety must affix its seal to such notation.
6. SURETIES. Treasury Department Form 356 lists the corporate surety companies holding certificates of authority from the Secretary of the Treasury as sureties acceptable on Federal Bonds. (For Ser. Regs. 1-7.)
7. PENAL SUM. The penal sum shall be \$5,000, the maximum penal sum obtainable for a minimum premium charge, unless otherwise specified in individual cases. (For Ser. Regs. 1-7.)
8. PAYMENT OF PREMIUM. Section 14 of Title 6 of the United States Code provides that "The United States shall not pay any part of the premium or other cost of furnishing a bond required by law or otherwise of any officer or employee of the United States."
9. BONDS TO BE SENT TO DEPARTMENT OF STATE. When executed by the Principal the bond should be forwarded to the Division of Foreign Service Administration of the Department of State for forwarding to the surety. If no surety has been indicated the bond will be forwarded for execution by one of the bonding companies approved by the Secretary of State as acceptable surety on such bonds.

DEPARTMENT OF STATE

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APPROVED:

(Signature of Approving Officer)

(Title of Approving Officer)

TREASURY DEPARTMENT  
BUREAU OF ACCOUNTS  
SECTION OF SURETY BONDS

EXAMINED AND RECORDED:

The within corporate surety is duly qualified and evidenced of the authority of the officer or agents signing on its behalf is on file in this office.